

KERALA UNIVERSITY OF HEALTH SCIENCES
THRISSUR



INSPECTION PROFORMA FOR CONTINUATION OF AFFILIATION OF
MPT PAEDIATRIC PHYSIOTHERAPY COURSE

KERALA UNIVERSITY OF HEALTH SCIENCES

THRISSUR

Inspection Performa for provisional affiliation to new MPT Paediatric Physiotherapy Course

(All Points and parameters are to be verified and established in person by the designated Inspectors. All necessary documents to be verified and attested by the Principal for submission along with report)



Name of College: _____

Address: _____

College ID No.: _____

Name of Principal/HOD: _____

Phone No.: _____

E-mail ID: _____

Name of the course: _____

Purpose of inspection: _____

No. of Seats applied for: _____

Date of Inspection: _____

University order No: _____ **Dated:** _____

Date of Last KUHS Affiliation Inspection (if any): _____

Name and Address of Inspectors

1. _____

2. _____

3. _____

Part – I Permission and Affiliation Status

S. No.	Government permission and University Affiliation Details	Available/ Not Available	Remarks
1.	Letter of permission/NOC from Govt. of Kerala		
2.	Copy of agreement with Govt. of Kerala		
3.	Previous University affiliation order		
4.	Compliance Report if any		

Inspector 1

Inspector 2

Inspector 3

Part – II Documents and Registers

S. No.	Type of document	Available/ Not Available	Remarks
1.	Registration certificate and byelaw of the trust		
2.	Name, Address and Telephone numbers of trustees/Board of Directors with attested copies of Aadhaar card /Voter’s ID/ Pan Card No: /Latest Telephone Bill		
3.	Registered document of the land Land Area: 2 Acre (In corporation Limit) 5 Acres (Municipality or Panchayat Limit)		
4.	Site Plan of the land with boundaries of all survey number certified by the village officer Area:		
5.	Possession certificate of the land issued by the village officer		
6.	Land Tax certificate of the current year		
7.	Site Plan and Building plan including hostels, play ground and Administrative block approved by concerned local body		
8.	Audited balance sheet of society/trust for the last 3 years.		

Inspector 1

Inspector 2

Inspector 3

Part – III Documents and Registers

S. No.	Type of Register	Available/ Not Available	Remarks
1.	Register of admissions and withdrawals		
2.	Register of student attendance		
3.	Register of staff attendance		
4.	Register of staff showing qualification, previous experience, salaries, no. of hours of work and classes and subjects taught		
5.	Register of fees paid with date of payment		
6.	Counterfoil of fee receipt book		
7.	Register of scholarship, prizes, grants and concessions of tuition, boarding/lodging with dates of disbursement duly attested by parties concerned		
8.	Counterfoil book of transfer certificate		
9.	Counterfoil book of certificates of medical inspection		
10.	Register of marks obtained by students at college examination		
11.	Account book showing financial transactions of the college separate from those of management		
12.	Acquaintance roll of members of the staff		

Inspector 1

Inspector 2

Inspector 3

Part – III: Land and Buildings

S. No	Infrastructure Facilities required	Available / Not Available	Remarks
01	<p>Land owned by the Institute:</p> <p>1. Area: 2 Acre (In corporation Limit) 5 Acres (Municipality or Panchayat Limit)</p> <p>2. Building area - 16000 Sq. Ft.</p> <p>3. Ground for future expansion</p> <p>4. Building area should be increased proportionately when increasing the number of seats.</p>		
02	<p>Hospital (Minimum 250 Bed Capacity)</p> <p>Own or Tie up with Orthopedic, Neurology and neurosurgery, General Medicine, Surgery, Cardiology, Pulmonology, Cardiothoracic surgery, Pediatric, OBG, burns and ICU. (verify present permission status in case of tie-up Hospital and enclose certificate from attached hospital indicating number of other physiotherapy colleges attached to it)</p>		
03	<p>Urban or rural Community care centre / Field Practice Area: Own or Tie Up (Needed from third year onwards)</p>		

Inspector 1

Inspector 2

Inspector 3

Part – III: Land and Buildings

S. No	Infrastructure Facilities required	Available / Not Available	Remarks
04	Laboratories:		
	a. Anatomy Laboratory (should be well equipped lab of minimum 900 Sq. ft)		
	b. Physiology Laboratory (should be well equipped lab of minimum 900 Sq. ft)		
	c. Exercise Therapy Department - including Posture and Gait Laboratory + Storage (An area of minimum 1200 sq. ft)		
	d. Electro Therapy Department (An area of minimum 1200 sq. ft)		
05	Class Room: Total No. 4 for BPT (each of 600 Sq. ft) and 2 No. for MPT (20 sq. ft. per student)		
06	Library: Reading, Storage, Display and Issue Counter (2000 Sq. ft)		
07	Computer laboratory: Five computers and Internet connection (500 Sq. Ft)		

Inspector 1

Inspector 2

Inspector 3

Part – III: Land and Buildings

S. No	Infrastructure Facilities required	Available / Not Available	Remarks
08	Students Hostel:		
	Men: Own or Tie Up		
	Women: Own or Tie Up		
09	Principal Room (with record room) Minimum 450 Sq. ft with attached toilet		
10	Staff Rooms (Minimum Area of 1200 Sq. ft for 12 staff at the rate of 100 Sq. Ft per staff. With minimum 2 Computers having Internet facility)		
11	Office Room (Minimum 300sq. ft to accommodate 3 members: 1Accountant, 2 clerks and 1 peon)		
12	Conference Hall (Minimum 600 Square feet) With Audio Visual system including LCD		
13	Common Rooms		
	Men (Minimum 600 Sq. ft)		
	Women Minimum 600 Sq. ft)		
14	Store Room (minimum 200 Sq. Ft)		
15	Multipurpose Room with Electronic AV System (Hall of minimum 2500 sq. ft)		

Inspector 1

Inspector 2

Inspector 3

Part – III: Land and Buildings

S. No	Infrastructure Facilities required for Bachelor in Physiotherapy course (For an intake of 30 students). The maximum intake shall not be more than 50	Available / Not Available	Remarks
16	Confidential Room:(for Online transmission of exam papers and related work) Minimum of 350 Sq. Ft		
17	Play Ground: Own or Tie Up (verify present permission status in case of tie-up attach MOU certificate from attached Institution)		
18	Vehicles for transportation: Own/ Tie Up 1. Mini Bus - 1 2. Car - 1		
19	Toilets: Sufficient separate space and number for males and females		

Inspector 1

Inspector 2

Inspector 3

Part IV-Clinical Material

Name/s of the Hospital/ Rehabilitation Centre	Own / Attached	No. of Beds Available	Daily average No. of In Patients referred to Physiotherapy in the past six months	Daily average No. of out Patients referred to Physiotherapy in the past six months

Inspector 1

Inspector 2

Inspector 3

Part V: Equipments

Basic Sciences

Subject	Equipment	Required	Available	Remarks
Anatomy	Mannequins	1		
	Articulated Skeleton	1		
	Soft parts	All		
	Histology slides	50		
	All other facilities required for practical as per the syllabus			
Physiology	Microscopes	10		
	BP apparatus	10		
	Neurological testing kit	10		
	Stethoscopes	10		
	All other facilities required for practical as per the syllabus			

General

Equipment	Required	Available	Remarks
Weighing machine	2		
Height measurement tape	2		
Goniometers and Inclometers	1 set		
Measurement tape	5		

Inspector 1

Inspector 2

Inspector 3

Part V: Equipments

Exercise Therapy

Required Equipment	Required	Available	Remarks
Suspension unit with accessories	1		
Shoulder pulley with weights	1		
Quadriceps table	1		
Multi-gym	1		
Dumbbells	1 set		
Weight cuffs	1 set		
Delorme boot with wights	1 Set		
Ankle exerciser	1		
Marine wheel Full Circle	1		
Finger ladder	1		
Mobilization belts	2 set		
Wall bars	1		
Exercise mats	10		
Bolsters 3 sizes	1 each		
Balance boards	2		
Re-education boards	1		
Peg boards	1 set		

Inspector 1

Inspector 2

Inspector 3

Part V: Equipments

Exercise Therapy

Required Equipment	Required	Available	Remarks
Tilt table Manual	1		
Vestibular balls 3 sizes	1set		
Whirlpool Tank for hydro therapy	1 unit		
Couches	10		
ADL and work simulation station	1 unit		
Incentive Spirometer	1 unit		
Inspiratory muscle trainer	1 unit		
Nebulizer	1 unit		
Ambu Bag	1 unit		
Tracheostomy tube	1unit		
Endotracheal tube	1		
Peak Flow meter	1		

Inspector 1

Inspector 2

Inspector 3

Part V: Equipments

Prostheses and Orthoses

Required Equipment	Required	Available	Remarks
HKAFO	1		
KAFO	1		
AFO	1		
SACH Foot	1		
Jaipur Foot	1		
TLSO	1		
Lumbar Corset	1		
ASHE Brace	1		
Milwaukee Brace	1		
Cervical Collar (Hard & Soft)	1		
Dennis Brown Splint	1		
Cock up splint (Static & dynamic)	1		
Aeroplane splint	1		
AK Prosthesis	1		
BK Prosthesis	1		
UL Prosthesis	1		

Inspector 1

Inspector 2

Inspector 3

Part V: Equipments

Gait and Posture Lab

Required Equipment	Required	Available	Remarks
Stairs	1		
Ramp	1		
Adjustable Parallel bar with mirror	1 set		
Adjustable Axillary crutch	2 pair		
Adjustable Elbow crutch	1 pair		
Walker –Adjustable & Fixed	2		
Wheel Chair	1		
Posture assessment kit (Wall grid, plumb line, Adjustment boards, Digital Still camera with stand of minimum 12 Mega Pixels)	1 unit		

Inspector 1

Inspector 2

Inspector 3

Part V: Equipments

Electrotherapy and Physical Modalities

Equipment	Required	Available	Remarks
Electrical Muscle stimulator having facility to perform Nerve function tests.	4 set		
Transcutaneous electrical nerve stimulator pocket version and standard version	2 each		
Interferential therapy machine with accessories	2 unit		
Shortwave Diathermy machine with accessories	1 unit		
Wax bath with accessories Non stick version	1unit		
Traction machine with adjustable table and accessories	1 unit		
Ultrasound Machine	4 Units		
Hydrocollator packs machine with accessories	1 unit		
5 litre Refrigerator (minimum) with Cryotherapy packs	1 unit		
Laser	1 unit		
Infrared lamp	2 units		
Treatment stations separated by curtains (Couch + 2 Pillows + Macintosh + Trolley + High Stool)	10 Sets		

Inspector 1

Inspector 2

Inspector 3

Part V: Equipments

Additional Equipments Required for MPT Paediatric Physiotherapy Course

Specialty	Equipment	Required for MPT I Year	Available	Remarks
MPT Paediatrics Physiotherapy	NDT lab	1 unit		
	Pediatric physiotherapy unit	1 unit		
	Sensory Integration kit	1 unit		

Inspector 1

Inspector 2

Inspector 3

Part VI: Human Resource

Permanent Physiotherapy Faculty Qualifications

Guide Student ratio 1: 5 for MPT and Teacher student ratio of 1:10 for BPT

Faculty appointed as part time/ guest/ on contract are not considered permanent faculty. 1 faculty at the level of Asst. Professor (After MPT 3 Years of Teaching experience is must to become guide) can guide 5 students in same specialty.

For every additional 5 seats in MPT and 10 seats in BPT an increase of 1 staff at the level of Assistant Professor is a must.

1. **Principal / Director / Dean/HOD** : Master of Physiotherapy with 10 years of post PG teaching experience.
2. **Professor** : Master of Physiotherapy with 8 years of post PG teaching experience.
3. **Associate Professor** : Master of Physiotherapy with 5 years of post PG teaching experience.
4. **Asst. Professor** : Master of Physiotherapy
5. **Tutor / Clinical Instructor** : Bachelor of Physiotherapy.

Eligibility for Examiners and Dissertation Guides

Master of Physiotherapy with minimum 3 years of teaching experience after PG. Guide should posses PG Qualification (MPT) in the same specialty which he intends to guide. Guide should be recognized by the university.

Permanent Physiotherapy Faculty

S No.	Designation	Required	Available	Remarks
01	Professor & Principal/HOD	01		
02	Professor & Vice Principal	01		
03	Associate Professor	02		
04	Assistant Professor	07		
05	Tutor/ clinical Instructor	03		
	Total	14		

Inspector 1

Inspector 2

Inspector 3

Part VI: Human Resource

Library Staff

Designation	Qualification	Required	Available/ Not available
Senior Librarian	B L I Sc with 3 years experience	1	
Library Assistant	10 Std.	1	

Office Staff

Designation	Required	Available/ Not available
Administrative Officer	1	
Accounts Officer	1	
Clerks	2	
Attender / Peon	1	
Sweepers	2	

Lab Assistants

Laboratory	Qualification	Required	Available/ Not available
Anatomy/ Physiology	10 Std	1	
Electrotherapy/ Exercise therapy	10 Std	1	

Inspector 1

Inspector 2

Inspector 3

Part VII: Learning Resources

Books and Journals

S No.	Title	Required	Available	Remarks
1	Basic Sciences	150		
2	Medicine & Surgery	200		
3	Physiotherapy	550		
4	Allied Sciences	100		
5	National Physiotherapy Journal	2		
6	International Physiotherapy Journal	2		

- a) Total number of books of 1000 should only include Titles - That must include all the Recommended books in the syllabus of BPT
- b) Copies of books should be counted separately and should not include in the main titles
- c) Library accession up to date register should be maintained.
- d) For 30 students intake 7 copies of any of the recommended books in each subject should be included and for 50 intake additional 3 copies should be included.
- e) For MPT in addition to 1000 titles recommended and reference textbooks included in the syllabus should be included.

Inspector 1

Inspector 2

Inspector 3

Part VIII: Cardinal Deficiencies

1. Infrastructure

2. Equipments

3. Clinical material

4. Faculty

5. Academic training

Inspector 1

Inspector 2

Inspector 3

Part IX: Report of interaction with Students

Inspector 1

Inspector 2

Inspector 3

Part X: Check list for the Inspectors

- | | |
|--|---------|
| 1. Is the Inspection Proforma filled completely and each page signed by all the inspectors | Yes /No |
| 2. Has the State Government essentiality certificate and NOC been checked and found in order? (Copies to be attached as annexure) | Yes/ No |
| 3. Has the details of trust, land and infrastructure documents etc. checked and found in order (copies to be attached as annexure) | Yes/ No |
| 4. Have you checked the Weekly Time Table programme for the entire last academic year (attach copy) | Yes/ No |
| 5. Is the attached hospital (250 bedded) located within 10 kms. from the College? | Yes/ No |
| 6. Have the Physiotherapy faculty been checked for the following?
a. Appointment, b. Teaching Experience, c. Relieving certificates from previous Institution (Copies to be attached as Annexure) | Yes /No |
| 7. Have you checked clinical material given in the inspection proforma? (copies to be attached as annexure) | Yes/ No |
| 8. Have you checked the Library for Journals/Books and other facilities? (List to be attached as annexure) | Yes/ No |
| 9. Have you verified the list of equipments as per KUHS norms and found adequate (List to be attached as annexure) | Yes/ No |
| 10. Whether any case of ragging has been reported in the Institution during the last one year, if yes action taken thereon. | Yes/ No |
| 11. Whether the College fulfills all the requirements of faculty, infrastructure and Hospital required to conduct MPT Paediatric Physiotherapy Course. | Yes/ No |

We hereby declare that all the documents regarding Building / Essentiality Certificate/University Affiliation/250 Bedded Hospital / Teaching Staff etc have been physically verified by us and the confidentiality of the inspection report will be maintained. (Inspector are requested not to write recommended/ not recommended)

Name & Signature of Inspector 1

Name & Signature of Inspector 2

Name & Signature of Inspector 3

Place:

Date: